(Manager’s Name)

**HR Manager**

**Company Name**

**Company Address**

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

I wish to be considered for your recently advertised vacancy of Library Page and have enclosed a copy of my resume.

I am a proactive and amiable student of the class of 2015 at Ashley High School and am committed towards continuous and quality professional development.

While pursuing my education, I have not only gained a strong academic record but have also been proactive in extra-curricular activities. I have served as the VP of the Thespian Society where I was instrumental in writing and directing plays for the school’s annual production. Additionally, I have also held charge of Student Government Senator and have been successful in organizing ticket sales for dances and raising $6000 over the course of the year.

Outside of my classroom, I have strengthened my professional experience by working as a Camp Counselor and Babysitter. These roles have equipped me with the exposure of working with children and instilled in me excellent time management and leadership skills.

A proficient MS Office user, I am confident that I am an apt candidate for this position and look forward to hearing from you soon.

Yours sincerely

**Name**

**Address**

**T: Phone number**

**E: email address**